|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Humberside Police*PHILOMENA PROTOCOL**MISSING PERSON ACTION PLAN* | | | | H:\Enabling Services\Corporate Development\Marketing and Media\Shared Data\Marketing and Brand\Assets\Logos and Crests\Humberside Police Crest\Police3.jpg | |
| C:\Users\5500\Downloads\download (2).png | |
| **There may be important pieces of information that you are able to provide the Police in the event that the person you are caring for has gone missing. Try and have several copies of recent, close-up photographs of the person, this may help your staff and the Police when searching for them.** | | | | | | |
| In the event of a missing episode please check and update information as necessary and a PDF version of the form should be sent to:  [force.control@humberside.pnn.police.uk](mailto:force.control@humberside.pnn.police.uk) | | | | | | |
| **Initial Questions – (Email this form to** [**force.control@humberside.pnn.police.uk**](mailto:force.control@humberside.pnn.police.uk)**, call 101 and verbally answer the following 23 questions)** | | | | | | |
| 1. Full circumstances including the missing person's intentions and any preparations for absence if known  2. Is the missing person likely to commit suicide?  3. Is the person vulnerable due to age, infirmity or any other similar factor?  4. Does the person have any physical illness, mental health problem or essential medication requirements?  5. Is the person suspected to be the subject of a significant crime in progress, for example abduction, CSE, etc.?  6. Is the missing person likely to be the victim of abuse?  7. Is there a belief that other individuals or members of the public could be at risk of harm from the missing person?  8. Is the missing person currently at risk of sexual exploitation?  9. Did the person prepare to be away?  10. Is the person's behavior significantly out of character?  11. What were the person's intentions when last seen?  12. What are the enquiries the informant has made or intends to make?  13. Is there a reason for the person to go missing?  14. Are there family or relationship problems or a recent history of family conflict and/or abuse?  15. Is the missing person a victim or perpetrator of domestic violence?  16. Is the missing person on a child protection plan?  17. Has the missing person ever suffered or been exposed to harm in a previous missing episode?  18. Is there a belief that the missing person may not have the ability to interact safely with others in an unknown environment?  19. Is there any ongoing bullying or harassment, for example racial, sexual, homophobic, local community concerns or cultural issues?  20. Was the missing person involved in a violent and/or racist incident immediately prior to their disappearance?  21. Does the missing person have any workplace (school/college/university/place of work) or financial problems, for example truancy, threat of expulsion/redundancy/sacking, debt or possible or known blackmail?  22. Does the missing person have a current or previous history of a drug or alcohol dependency?  23. Are there any unlisted factors that the officer or supervisor considers should influence this risk assessment, for example current weather conditions, reliability of witness? | | | | | | |
| **Part 1** -(to be completed when it has been identified the individual is at risk of going missing) | | | | | | |
| Name: Full | | |  | |  | |
| Preferred name: | | |  | |
| Date of birth: |  | | Age: |  |
| Ethnicity: | | |  | |
| Gender | | |  | |
| Current address: | | |  | |
| Postcode: | | |  | |

|  |  |
| --- | --- |
| Details of Care order if applicable: |  |
| Social Worker name & contact Details: |  |
| Professionals working with the child: |  |

|  |  |
| --- | --- |
| Has a Risk Indicator Tool been completed?  Assessed Risk and Date Completed: |  |
| Provide evidence and the date of the CSE/Criminal Exploitation/County Lines incidents to support risk: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Missing action plan - should be completed in conjunction with the *Risk assessed locations & contacts to assist to locate a missing child form.* | | | | | |
|  | What actions will be completed to try to locate missing person prior to reporting to the police. Record who will be responsible for each action. | | | | |
|  | Action | Owner / Completed by | | Date/Time completed | Details of completion (Including specific details, such as who was in addresses attended, details of conversations had etc.) *If not completed a detail rational is required.* |
| 1. |  |  | |  |  |
| 2. |  |  | |  |  |
| 3. |  |  | |  |  |
| 4. |  |  | |  |  |
| 5. |  |  | |  |  |
| 6. |  |  | |  |  |
| 7. |  |  | |  |  |
| 8. |  |  | |  |  |
| 9. |  |  | |  |  |
| 10. |  |  | |  |  |
| What actions will you continue to do whilst the young person is missing (include how often you will complete these): | | | | | |
|  | Action | Owner | How often to be completed | | Details of completion (Including specific details, such as who was in addresses attended, details of conversations had etc.) *If not completed a detail rational is required.* |
| 1. |  |  |  | |  |
| 2. |  |  |  | |  |
| 3. |  |  |  | |  |
| 4. |  |  |  | |  |
| 5. |  |  |  | |  |
| How will you record this and notify the police that you have done these enquiries: | | | | | |
|  | | | | | |
| Are there any protective factors that mitigate risk when the YP is missing? | | | | | |
|  | | | | | |
| What arrangements have been made been made to collect the young person when located: | | | | | |
|  | | | | | |

**Risk assessed associations & locations frequented**

**This should be updated regularly and any new associates & locations added as soon as you become aware.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Associate / Location** | **Address** | **Association**  **(relative / friend)** | **Telephone** | **Associated Risks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Previous home addresses: | 1. |  |
| 2. |  |
| 3. |  |

|  |  |  |
| --- | --- | --- |
| School/Educational Establishment attended: | 1. |  |
| 2. |  |
| 3. |  |

|  |  |  |
| --- | --- | --- |
| Previous Missing From Home incident summary: |  | |
| Previous locations found: (Provide all recent information – List all locations) |  |
| Any Significant dates – example birthdays of parents  /deaths etc |  |
| Significant places of interest: |  |
| Habits: |  | |
| Hobbies: |  | |

|  |  |
| --- | --- |
| GP name and address: |  |
| Health condition(s): |  |
| Medication required: |  |

|  |  |
| --- | --- |
| General description: |  |
| Height: |  |
| Weight: |  |
| Build: |  |
| Hair Colour: |  |
| Eyes |  |
| Jewellery |  |
| General Appearance |  |
| Distinguishing features – tattoos/ birth marks/ piercings broken *down Feature/what it is/and where it is*  *(i.e. ear pierced/wears a gold stud/both ears* ***OR*** *Tattoo/dragon with heart/top of left leg)* | |
|  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Has the person got any money? |  | If so, How much? |  | | | | |
| Has the person Got a Bank Account : |  | Have you got access to this account? (If not who has) |  | | | | |
|  | | | | |
| Name of bank: |  | Sort Code: |  | - |  | - |  |
| Acc No: |  | Do you hold the Password to access this account? |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Has the person got a mobile phone / device? | |  | |
| Number: |  | Network: |  |
| Make |  | Model: |  |
| IMEI Number: |  | Mac Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Does the person have a bus pass: |  | Provide details  e.g Pass number and Issuer. |  |
| Has the YP been linked to a vehicle/s |  | Provide derails  e.g Registration Number/ Driver etc. |  |
| Does the person have a passport: |  | Provide details  e.g Passport number and Issuing Country. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Does the person have a social Media Accounts (Provide Details): | | |  | | |
| Social media site: |  | Username: |  | Do you have access to the password? |  |
| Social media site: |  | Username: |  | Do you have access to the password? |  |
| Social media site: |  | Username: |  | Do you have access to the password? |  |
| Social media site: |  | Username: |  | Do you have access to the password? |  |
| Social media site: |  | Username: |  | Do you have access to the password? |  |

|  |  |
| --- | --- |
| What multi-agency discussions have taken place to prevent the young person going missing and are those agencies aware of the need to assist to look for the young person in the event of a missing episode? |  |
| What discussions have taken place with the YP to try to reduce the likelihood of them going missing? |  |
| Triggers which may cause the YP to go missing. |  |
| Record the prevention plan of support/include person/s with responsibility for any required actions. ( This should include a response to known triggers) |  |

|  |  |
| --- | --- |
| **Part 2 -** ( description **to be updated for each missing report**) | |
| **Description of what the person was last seen wearing. Include colour, designer labels/brands:** | |
| Shirt/Sweater: |  |
| Trousers/Skirt: |  |
| Outerwear, e.g. coat, jacket: |  |
| Headwear: |  |
| Gloves: |  |
| Scarf: |  |
| Footwear: |  |
| Jewellery, e.g. watch, rings: |  |
| Other: |  |

|  |  |
| --- | --- |
| Time, date and location last seen: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current Warning markers/Information |  | Suicidal |  | Depressed |  | Confused |  | Alcohol |
|  | Violent |  | Other (Describe) |  | Self-Harm |  | CSE  CCE |
|  | County Lines |  | Weapons |  | Drugs |  | Other |
| Please provide information to support each of the above |  | | | | | | | |
| Is a DoLS in place / What restrictions are in place? |  | | | | | | | |
| Does anyone pose a risk to YP (Please provide evidence): |  | |  | | | | | |
| Does the YP pose risk to anyone (Please provide evidence): |  | |  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Who should be contacted to discuss media release in the event this is required | Name/Contact details | For CLA on call manager must be made aware | |  |
| Who will be informed if the child/YP goes missing (example Parent, EDT, Social Worker, Professionals involved etc): | | | | |
|  | | | | |
| Details of other staff on duty at the time of missing report. | | | | |
|  | | | | |
| Any other information that may be of help to the Police: | | | | |
|  | | | | |
| This section should be completed in conjunction with the premises searched Section. | | | | |
| Have you searched the address the young person is missing from? | | |  | |
| Have you completed and marked off the areas searched as per premises plan? | | |  | |
| Name and position of person searching: | | |  | |
| Have you searched the young person’s bedroom? | | |  | |
| Name and position of person searching: | | |  | |
| Signature of person searching: | | |  | |
| Please detail any information or items located: | | | | |
|  | | | | |
| Please detail any information or items missing: | | | | |
|  | | | | |

|  |  |
| --- | --- |
| Completed by: |  |
| Relationship to the person: |  |
| Date: |  |

**It is the responsibility of the agency completing and the recipient to protect the information from theft and compromise. This form and the information contained in it must be securely stored.**